

SUFFOLK COUNTY GOVERNMENT OPPORTUNITIES FOR TWO YEAR COLLEGE GRADUATES

If you are looking for a challenging position with a diversified organization, the opportunity for progressive professional development, an excellent salary and full fringe benefits, you will be interested in employment possibilities with Suffolk County.

As one of the largest employers on Long Island, Suffolk County Government employs approximately 10,000 people in 800 job titles in 25 departments. If you would like to use your abilities and get involved with the important work of providing service for the expanding Suffolk community, County Civil Service may be for you.

Listed on the following pages are County job titles for which the two year college graduate can apply. A brief description of duties and requirements is included so that you can apply for positions for which you are best suited. Application procedures are included at the end of the booklet for your information. Suffolk County residency is not required for taking examinations; however, preference may be given to County residents upon appointment and those hired are required to live in Suffolk County.

THE JOB DESCRIPTIONS AND MINIMUM QUALIFICATIONS LISTED IN THIS BOOKLET ARE FOR THE PURPOSE OF GENERAL INFORMATION AND DO NOT CONSTITUTE THE TOTAL DUTIES OF ANY ONE JOB, OR ALL THE QUALIFICATIONS WHICH MAY BE REQUIRED FOR A POSITION.

THIS BOOKLET IS SUBJECT TO CHANGE WITHOUT NOTICE

SUFFOLK COUNTY IS
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER
MINORITIES, WOMEN, VETERANS AND
DISABLED PERSONS ARE ENCOURAGED TO APPLY.

BUSINESS/SECRETARIAL

ACCOUNT CLERK

Performs routine bookkeeping operations of posting and balancing journals, ledgers and other accounting records. Checks vouchers, prepares financial and statistical reports and maintains a variety of other financial records and statements.

MINIMUM QUALIFICATIONS: Two years of college education including 6 credits in accounting or two years of clerical experience and 6 credits in accounting or two years of experience in computing and registering data in financial records, accounts or journals.

SALARY GRADE: 11

ACCOUNT CLERK-TYPIST

Performs specialized clerical work in keeping financial records of some variety and complexity. Also performs skilled standard typewriting.

MINIMUM QUALIFICATIONS: Two years of college education including 6 credits in accounting or two years of clerical experience and 6 credits in accounting or two years of experience in computing and registering data in financial records, accounts, or journals. Ability to type 35 words per minute.

SALARY GRADE: 11

ACCOUNT CLERK-STENOGRAPHER

Performs specialized clerical work in keeping financial records of some variety and complexity. Also performs skilled stenographic and typing duties.

MINIMUM QUALIFICATIONS: Two years of college education including 6 credits in accounting or two years of clerical experience and 6 credits in accounting or two years of experience in computing and registering data in financial records, accounts or journals. Ability to type 35 words per minute and take shorthand at 80 words per minute.

SALARY GRADE: 11

ASSETS ANALYST TRAINEE

Analyzes real and personal assets possessed by public assistance clients, determines their value and recommends the best use of the assets to benefit the client and reimburse the County for expenditure of public assistance funds.

MINIMUM QUALIFICATIONS: High school diploma and three years of analytical, technical or investigative experience in finance, accounting, insurance claims or real estate, law or related fields. Additional relevant education will be substituted for the above experience on a year-for-year basis to a maximum of one year.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 17

BUDGET TECHNICIAN

Assists in the review and analysis of budget requests, prepares financial reports, maintains accounting records and assists budget examiners process budget allocation and changes.

MINIMUM QUALIFICATIONS: High school diploma and three years of clerical or word processing experience in budget preparation or budget administration; or, education may be substituted for experience on a year-for-year basis.

SALARY GRADE: 15

CLERK

Does routine work involving the performance of standardized clerical procedures. May receive and screen applications; sort, index and file documents, reports or correspondence; or open, sort and distribute mail.

MINIMUM QUALIFICATIONS: None.

SALARY GRADE: 9

CLERK-TYPIST

Performs typing, word processing and clerical work which follows well-established procedures. Work is similar to that of clerk with the addition of typing reports, statements and letters. Some clerk-typists may operate a small switchboard and act as receptionist.

MINIMUM QUALIFICATIONS: There is no minimum education or experience required for this position. Ability to type 35 words per minute.

SALARY GRADE: 9

CLERK-TYPIST (SPANISH SPEAKING)

Performs typing, word processing, and clerical work which follows well-established procedures. Work is similar to that of clerk with the addition of typing reports, statements and letters. Some clerk-typists may operate a small switchboard and act as a receptionist.

MINIMUM QUALIFICATIONS: Ability to type 35 words per minute. All candidates must be proficient in the Spanish language.

SALARY GRADE: 9

COMPUTER PROGRAMMER TRAINEE

Participates in a training program to prepare program instructions, assists in preparation of block diagrams, flow charts and other technical material, codes program instructions and assists in testing and debugging programs.

MINIMUM QUALIFICATIONS: Bachelor's Degree or Associate's Degree in Data Processing; or high school graduation and four years of experience operating data processing equipment.

SALARY GRADE: 17

LAND MANAGEMENT SPECIALIST I

Performs technical work in searching the titles of real property that is to be acquired or is being considered for acquisition and use by the County; performs related work as required.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in the appraisal, purchase, sale, acquisition, title search or management of real property. Relevant additional education may be substituted for experience on a year-for-year basis. Possession of a New York State Real Estate Broker's License will substitute for one year of the above experience.

SALARY GRADE: 13

LEGAL STENOGRAPHER

Takes and transcribes dictation involving legal terminology, prepares routine legal forms and performs related clerical duties.

MINIMUM QUALIFICATIONS: High School diploma and one (1) year of experience in the taking and transcribing of legal dictation. **NOTE:** Additional education in legal secretarial science will be substituted for experience on a year-for-year basis.

SALARY GRADE: 11

MATERIEL CONTROL CLERK II

Performs moderately complex recordkeeping and manual tasks. May work independently or act as lead worker in a larger facility. Fills requisitions, loads supplies, conducts inventories and maintains records.

MINIMUM QUALIFICATIONS: Associate's degree or high school and two years of clerical, mail processing, inventory control and/or store-keeping experience, or satisfactory combination of education and experience.

NECESSARY SPECIAL REQUIREMENT: May be required to possess a valid New York State driver's license at time of appointment.

SALARY GRADE: 9

EVIDENCE CONTROL CLERK

Receives, classifies, stores and transports evidence used by the Medical Examiner or Police Department. Maintains inventory on computer terminal. May be called to testify in court to identify evidence.

MINIMUM QUALIFICATIONS: Three years of experience in inventory control, stock-keeping or clerical work. Education beyond high school will be substituted on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Candidates may be required to possess a valid New York State driver's license.

SALARY GRADE: 12

OFFICE SYSTEMS ANALYST I

Assists in evaluating the effectiveness of various types of electronic office systems and determining automation needs, including analysis of paper flow, records requirements and software requirements.

MINIMUM QUALIFICATIONS: Bachelor's degree including or supplemented by 12 credits in data processing or computer field or high school diploma and four years experience in analysis, design and/or selection of electronic office systems; or, combination of education and experience. (Experience must be gained within last five years.)

SALARY GRADE: 19

OFFICE SYSTEMS TECHNICIAN

Assists with the installation of office automation equipment and conversions from manual to automated systems. Installs equipment, diagnoses equipment problems and assists personnel in learning use of the equipment.

MINIMUM QUALIFICATIONS: High school diploma and two years experience working with automated office equipment with one year experience including installation, configuration, evaluation and troubleshooting; or, additional education in computer field may be substituted for one year of experience; or, additional education including six credits per year in data processing may be substituted on a year-for-year basis for all experience. (Experience must be gained within the last five years.)

SALARY GRADE: 17

POLICE OPERATIONS AIDE

Performs specialized varied supportive clerical duties in a police precinct or headquarters or is assigned to the teletype unit to code, compose and transmit or receive message.

MINIMUM QUALIFICATIONS: Two years of clerical experience. Education beyond high school may be substituted for experience on a year-for-year basis. May be required to possess a New York State driver's license.

SALARY GRADE: 11

SENIOR ACCOUNT CLERK

Maintains a complex set of financial records, and compiles and prepares, or assists in preparing, difficult and complex financial or statistical reports.

MINIMUM QUALIFICATIONS: Four years of experience in computing and registering data in financial records, accounts, or journals; college education may be substituted for experience at the rate of 30 credits equal to one year, provided that for each 30 credits earned, at least 3 credits were in accounting.

SALARY GRADE: 14

SECRETARIAL ASSISTANT

Performs secretarial work with administrative or highly technical responsibilities involving confidential complex stenographic and clerical tools for a major department or division head.

MINIMUM QUALIFICATIONS: Associate's Degree in Secretarial Science and five years of experience in a clerical position which includes stenography or eight years of experience in a clerical position which includes stenography. Additional education beyond high school may be substituted for experience on a year-for-year basis.

SALARY GRADE: 17

TITLE SEARCHER

Performs technical work examining ownership of property by reference to libers, abstracts, tax records, tax maps and court records. Locates and supplies property descriptions and prepares diagrams.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience inspecting and examining titles to real property. Additional education may be substituted for experience.

SALARY GRADE: 13

ENGINEERING/TECHNOLOGY

COMMUNICATIONS TECHNICIAN I

Performs highly technical work in the installation, maintenance and repair of mobile and other two-way radio equipment and related communication and electronic equipment.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school plus three years experience in the maintenance, repair and installation of two-way communications systems including general electrical and electro-mechanical equipment; or completion of BOCES basic electronic course and three years experience as stated; or equivalent combination of education and experience as defined above.

NECESSARY SPECIAL REQUIREMENT: Possession of a general Radio Telephone Operator's License issued by the Federal Communications Commission at the time of appointment.

SALARY GRADE: 21

ARCHITECTURAL DRAFTER II

Performs specialized drafting work in the preparation of architectural drawings and plans. Makes cost and material estimates and prepares renderings of building projects.

MINIMUM QUALIFICATIONS: Completion of sixty credit hours toward a Bachelor's Degree in Architecture and two years of experience in architectural drafting; or graduation from an accredited college or university with an Associate's Degree in Applied Science with a major in drafting and two years of the above experience; or satisfactory equivalent combination of education and experience.

SALARY GRADE: 18

FIRE MARSHALL I

Inspects buildings to ensure compliance with fire safety standards. Investigates complaints, recommends corrective action and plans and develops fire safety programs.

MINIMUM QUALIFICATIONS: Associate's Degree plus one year of experience in firefighting, fire prevention or fire safety; or, certificate in fire science and two years of the above experience; or high school and three years of the above experience; or, satisfactory equivalent.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment and must complete the required basic training entitled Minimum Standards for Code Enforcement Personnel after hire.

SALARY GRADE: 18

INSTRUMENTATION TECHNICIAN TRAINEE

Assists in repair and maintenance of instrumentation systems including magnetic flow meters, ultrasonic generators, differential pressure transmitters and rotometers. This is a trainee position for which candidates are selected on the basis of general intelligence, basic knowledge of instrumentation technology and mechanical aptitude. Term of probation is a maximum of two years during which time employees will be required to satisfactorily complete a supervised in-service training program.

MINIMUM QUALIFICATIONS: Associate's degree in Electrical Technology or a related field and one year of experience in the installation, repair, maintenance or trouble-shooting of electronic, electro-mechanical or electrical monitoring equipment. Additional experience in the above-mentioned fields may be substituted for the required education on a year-for-year basis.

SALARY GRADE: 18

SENIOR ENGINEERING AIDE

Performs technical work assisting on engineering projects in the field and a variety of sub-professional engineering tasks in the office. May operate a transit, inspect construction sites, plot cross-sections from field notes, enter data into a computer and review plans.

MINIMUM QUALIFICATIONS: High school diploma and two years of sub-professional civil engineering experience. Additional education in civil engineering may be substituted for experience on a year-for-year basis.

SALARY GRADE: 14

SOIL DISTRICT TECHNICIAN

Performs surveys and studies dealing with water and soil conservation. Assists in designing systems pertaining to land use, soil analysis, water management, sediment and erosion control used by towns, builders, developers, private individuals and County agencies.

MINIMUM QUALIFICATIONS: Associate's Degree in one of the natural sciences, or graduation from high school and two years of experience in the field of soil and water conservation; or an equivalent combination of education and experience as defined by the limits of the above.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 14

TRAFFIC TECHNICIAN I

Assists in conducting field studies of conditions affecting traffic safety and flow and may prepare computations and illustrative material for these studies.

MINIMUM QUALIFICATIONS: High school diploma and one year of sub-professional experience in traffic engineering, traffic safety highway planning, or transportation planning; relevant education will be substituted for experience.

SALARY GRADE: 14

VECTOR CONTROL AIDE

Mixes chemicals used for mosquito extermination; collects, examines and classifies mosquitoes; maintains equipment, prepares reports.

MINIMUM QUALIFICATIONS: Associate's degree or high school diploma and two years of experience in mosquito control work or in a biological lab; or a combination of relevant education and experience. Must obtain a New York State Commercial Pesticide Applicator's Certificate within the first 26 weeks of employment.

SALARY GRADE: 13

WEIGHTS AND MEASURES INSPECTOR

tests weights and measuring equipment to determine its accuracy. To prevent fraud and deception, as well as unintentional violations, seals or condemns devices, examines containers and wrappings for illegal markings, investigates complaints of short weight or measure, and testifies concerning violations.

MINIMUM QUALIFICATIONS: high school diploma and two years of experience in maintenance or inspection of measuring or weighing devices or in police or law enforcement investigative work. Additional education may be substituted for experience. Must possess a valid New York State driver's license and obtain a class 3 license before the end of the probationary period.

SALARY GRADE: 20

HEALTH

DENTAL ASSISTANT

Performs para-professional duties to assist dentists and dental hygienists in County operated dental clinics.

MINIMUM QUALIFICATIONS: Completion of a dental assistant's course or one year of experience as a dental assistant.

SALARY GRADE: 8

DENTAL HYGIENIST

Performs specialized dental treatment under the supervision of a licensed dentist. Performs dental health education, recommends techniques for the care of teeth and prevention of gum disease, takes oral radiographs, applies fluoride and maintains patient records.

MINIMUM QUALIFICATIONS: Graduation from an accredited school of dental hygiene and license to practice in New York State.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 18

HISTOLOGY TECHNICIAN

Performs technical work preparing tissue specimens for pathological examination. Prepares tissues and stains, mounts and labels slides. May clean and maintain laboratory equipment when necessary and keeps routine records.

MINIMUM QUALIFICATIONS: Bachelor's degree in science including or supplemented by coursework in the preparation and selection of tissues for staining and identification, or, completion of a 2 year course in histological laboratory techniques; or two years experience in a laboratory using histological techniques; or an equivalent combination of education and experience.

SALARY GRADE: 12

LABORATORY TECHNICIAN

Performs standard chemical and bacteriological tests in a laboratory. Records test results and assembles data for interpretation by technical superiors.

MINIMUM QUALIFICATIONS: Associate's Degree in a physical or biological science; or high school and two years of technical laboratory experience or equivalent combination of education and experience.

SALARY GRADE: 13

MEDICAL RECORDS CLERK

Performs specialized clerical work with some technical responsibilities in the classification and maintenance of medical case history files and the compilation of related statistical reports. Receives and reviews medical records, codes by diagnose and maintains records.

MINIMUM QUALIFICATIONS: High school diploma and two years of medical clerical experience; additional education may be substituted for experience on a year-for-year basis.

SALARY GRADE: 11

MENTAL HEALTH ASSISTANT

Works directly with patients having social, emotional and other mentally related dysfunctions. Interviews and screens patients at intake sessions, conducts group psychological tests, acts as a link between the various programs and patients, and maintains related records.

MINIMUM QUALIFICATIONS: Associate's Degree in Community Service or related social science; or completion of 60 college credits in above field; or equivalent combination as defined above.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 15

NUTRITION ASSISTANT

Participates in the implementation and monitoring of the federally-funded Women, Infants and Children nutrition program, which provides nutrition education and food to women and children at risk of malnutrition. The position is primarily concerned with interpreting standards of the program and monitoring the compliance of supermarkets and grocery stores which serve as vendors for the program.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in client-contact position, in a public or private service agency operating under established criteria for eligibility; additional education may be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 14

DIETETIC TECHNICIAN

Assists in providing nutrition services to program participants; may monitor programs at several sites, including home delivery, evaluates menus, interviews program participants and provides nutrition education.

MINIMUM QUALIFICATIONS: Associate's Degree in Dietetics or Nutrition.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license.

SALARY GRADE: 13

PHARMACY AIDE

Performs clerical tasks in receiving, storing, dispensing and caring for medical supplies in a pharmacy setting. Maintains records and assists in inventories.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in a pharmacy or a combination of relevant education and experience.

SALARY GRADE: 12

PHYSICAL THERAPIST ASSISTANT

Assists a licensed physical therapist in treating patients with physical therapy techniques or applies this treatment under the supervision of a licensed physical therapist. May train patients in exercises, assist in performing tests and evaluating patient's progress.

MINIMUM QUALIFICATIONS: Certification and current registration by the New York State Education Department as a Physical Therapist Assistant.

SALARY GRADE: 17

***REGISTERED NURSE**

Performs professional nursing services such as providing bedside care to patients, administering medication, assisting in health oriented clinics and maintaining charts and reports on progress of patients.

MINIMUM QUALIFICATIONS: graduation from an accredited school of nursing.

NECESSARY SPECIAL REQUIREMENT: New York State Registered Nurse License. Depending upon assignment, may require a valid New York State driver's license.

SALARY GRADE: 19-2

*No entrance examination is required for this position. Application should be made directly to the appropriate County department.

SOCIAL SERVICES

CHILD SUPPORT SPECIALIST I

Conducts investigations and collects child support payments from individuals legally responsible for the support of dependents. Obtains voluntary, or court-ordered agreements, accepts and monitors payment, refers delinquent accounts for appropriate legal action and maintains files and reports.

MINIMUM QUALIFICATIONS: Completion of sixty (60) credits from an accredited college or university and one year of experience in investigating or collecting debts, maintaining records, or interviewing.

NECESSARY SPECIAL REQUIREMENT: Candidate must be bondable, must possess a valid New York State driver's license, and must obtain and maintain a New York State Notary Public license.

SALARY GRADE: 17

CHILD SUPPORT SPECIALIST I (SPANISH SPEAKING)

Conducts investigations and collects child support payments from individuals legally responsible for the support of dependents. Obtains voluntary or court-ordered agreements, accepts and monitors payments, refers delinquent accounts for appropriate legal action and maintains files and reports.

MINIMUM QUALIFICATIONS: Completion of sixty (60) credits from an accredited college or university and one year of experience in investigating or collecting debts, maintaining financial records, or interviewing. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Candidate must be bondable, must possess a valid New York State driver's license, and must obtain and maintain a New York State Notary Public license.

SALARY GRADE: 17

COMMUNITY SERVICE WORKER

Performs sub-professional duties assisting social and community workers in the implementation and delivery of agency programs and services. Provides information to individuals or groups concerning public/private agencies, assists applicants in filling out forms for services, and makes routine field visits to gather information on applicant eligibility.

MINIMUM QUALIFICATIONS: High school diploma and one year experience in a position involving substantial client contact; education beyond high school may be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 12

COMMUNITY SERVICE WORKER (SPANISH SPEAKING)

Performs non-professional, supportive duties necessary for the delivery of social or community services which require the ability to speak and understand Spanish; performs related work as required.

MINIMUM QUALIFICATIONS: High school diploma and one year experience involving substantial client contact; or, education beyond high school may be substituted for experience on a year-for-year basis. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 12

HUMAN RIGHTS INVESTIGATOR

Investigates, evaluates and makes recommendations concerning complaints of discrimination because of sex, disability, marital status, age, race, or religion. Interviews complainants, witnesses and supportive agencies to obtain information pertinent to the case and prepares reports of investigative activities.

MINIMUM QUALIFICATIONS: Associate's Degree; or high school diploma and two years of experience investigating complaints concerning human rights or consumer affairs, or in a related field dealing with discriminatory practices, or satisfactory equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 17

HUMAN RIGHTS INVESTIGATOR (SPANISH SPEAKING)

Investigates, evaluates and makes recommendations concerning complaints of discrimination because of sex, age, race, or religion. Interviews complainants, witnesses and supportive agencies to obtain facts and gather information pertinent to the case and prepares reports of investigative activities.

MINIMUM QUALIFICATIONS: Associate's Degree; or high school diploma and two years of experience investigating complaints concerning human rights or consumer affairs, or in a related field dealing with discriminatory practices. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 17

INVESTIGATOR I

Assists in conducting investigations to uncover frauds committed against Suffolk County. Screens and follows up on allegations, conducts interviews and researches records to obtain evidence. Compiles evidence and reports for prosecution and may testify.

MINIMUM QUALIFICATIONS: High school diploma and two years of investigative experience in criminal justice. Relevant additional education may be substituted for experience on a year-for-year basis. Possession of a valid New York State driver's license.

SALARY GRADE: 17

***NEIGHBORHOOD AIDE**

Assists in providing services and information to a specific group of people. Involves considerable contact with public.

MINIMUM QUALIFICATIONS: High school diploma and one year of experience in community or social service work; or a combination of relevant education and experience.

NECESSARY SPECIAL REQUIREMENT: Depending on assignment, possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 13

*No entrance examination is required for this position. Application should be made directly to the appropriate County department.

POLICE OPERATIONS AIDE

Performs varied supportive clerical duties in a police precinct or headquarters or is assigned to the teletype unit to code, compose and transmit or receive messages.

MINIMUM QUALIFICATIONS: Two years of clerical experience; additional education beyond high school may be substituted for experience on a year-for-year basis. May be required to possess a valid New York State driver's license.

SALARY GRADE: 11

PROBATION ASSISTANT

Assists probation officers by securing preliminary data on clients, verifying information, providing transportation for clients and maintaining contact with community organizations. May also assist in the supervision of probationers.

MINIMUM QUALIFICATIONS: Associate's Degree or high school diploma and two years of experience in a community action program, or satisfactory equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 15

PROBATION ASSISTANT (SPANISH SPEAKING)

Assists probation officers by securing preliminary data on clients, verifying information, providing transportation for clients and maintaining contact with community organizations. May also assist in the supervision of probationers.

MINIMUM QUALIFICATIONS: Associate's Degree or high school diploma and two years of experience in a community action program, or satisfactory equivalent combination of education and experience. All candidates must be proficient in the Spanish language.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 15

PROBATION INVESTIGATOR

Performs investigative services for the probation process of the courts. Verifies detainee's backgrounds, interviews detainees and prepares related reports. May make referrals to other agencies.

MINIMUM QUALIFICATIONS: Associate's Degree or high school diploma and two years of experience in investigative or interviewing work, or satisfactory equivalent combination of education and experience.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: REQUIREMENT: 17

SOCIAL SERVICE EXAMINER I

Determines financial eligibility of applicants for the various programs administered by the Department of Social Services. Interviews applicants, reviews and evaluates applications and computes budgets for individuals.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in examining, investigating or evaluating claims for assistance, veterans' or unemployment benefits, insurance or a similar program operating under established criteria for eligibility; additional education may be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 16

SOCIAL SERVICE EXAMINER I (SPANISH SPEAKING)

Determines financial eligibility of applicants for the various programs administered by the Department of Social Services. Interviews applicants, reviews and evaluates applications and computes budgets for individuals.

MINIMUM QUALIFICATIONS: High school diploma and two years of experience in examining, investigating, or evaluating claims for assistance, veterans' or unemployment benefits, insurance or similar program operating under established criteria for eligibility. All candidates must be proficient in the Spanish language.

NOTE: Additional education may be substituted for experience on a year-for-year basis.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at the time of appointment.

SALARY GRADE: 16

*No entrance examination is required for this position. Application should be made directly to the appropriate County department.

APPLICATION PROCEDURES

The Civil Service Department has an "open-filing" policy which allows applicants to file for any job title they may be interested in, whether or not an examination is currently scheduled; applications are then held on file and candidates are notified when the examination for the title is scheduled.

Announcements publicizing upcoming examinations for which you may file an application are posted in the Hauppauge Office of the Suffolk County Department of Civil Service and at our Riverhead Information Center at the Riverhead County Center in Riverhead. Announcements are also mailed to Suffolk County public libraries and local branches of the New York State Employment Service, as well as all jurisdictions under the aegis of the Suffolk County Department of Civil Service (i.e., the main office of each town, village, school district, etc.) It is suggested that you check these locations periodically to learn what examinations are being held. Specific examinations are announced and held for each title. The examinations are scheduled on a specific date and applications must be submitted to the Civil Service Department before the last filing date indicated on the announcement. Applicants must complete an application for employment (Form CS-205A and CS-205B) for each examination for which they are applying. Payment of a \$25 fee per application is required for open competitive examinations. Applications for these periodically scheduled examinations must be postmarked by midnight of the last filing date. You will be notified by mail approximately ten days before the examination date as to your eligibility and the exact location and time of the test.

The passing score for each examination is 70 and eligible lists of passing candidates are established for a minimum period of one year, up to a maximum period of four years, pursuant to New York State Civil Service Law. The number of positions available, location of positions and other aspects of employment may vary and, as such, affect the length of time an eligible list remains in existence. An eligible candidate on the list may be permanently appointed to a vacancy during the time the list is in existence.

If you have had additional voluntary or paid experience or further education in your field, you may qualify for additional positions in these and other occupational categories. Information on the full range of opportunities available in Civil Service can be obtained by visiting the Suffolk County Civil Service office which is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Other information booklets are also available and are very helpful in explaining how to properly complete a Civil Service application form, the meaning of provisional status, veterans credits, etc. The Department's Information Unit is on call to answer many of the commonly asked questions pertaining to the Civil Service process and employment in the civil service system. We look forward to serving you.

Suffolk County Department of Civil Service
725 Veterans Memorial Highway, P.O. Box 6100
Hauppauge, NY 11788-0099
Tel. No. (631) 853-5500

AN EQUAL OPPORTUNITY EMPLOYER

SUFFOLK COUNTY FRINGE BENEFITS

VACATION

2 weeks paid vacation during the first year

HOLIDAYS

12 per year

LEAVE WITH PAY

4 personal days per year

SICK LEAVE

13 days per year

HEALTH AND DENTAL INSURANCE

OPTICAL AND PRESCRIPTION DRUG PLANS

BLOOD PROGRAM

DISABILITY AND LIFE INSURANCE

LEGAL SERVICES FUND

NEW YORK STATE EMPLOYEES RETIREMENT SYSTEM COVERAGE

DEFERRED COMPENSATION PLAN

TUITION REIMBURSEMENT

Available after 1 year of service

Department of Civil Service
Building #158, North Complex
725 Veterans Memorial Highway
Smithtown, NY 11787-0099

